

DELPHI Skills Assessment for AP Cash Operations Accountant

Check the response that best matches your experience. **Circle** (or highlight) the 5-10 skills that relate to areas where you need additional (or refresher) training in order to use the system more effectively in your job.

Skills	Does not apply to my job	Proficiency						
		I don't know how	I need help	I can do with written steps	I can do with some help	I can do without help	I can explain what I am doing	I can teach someone else
Basic Navigation								
Invoices								
Review price corrections								
Review cancelled invoices								
Review changes to invoice distributions								
Review invoice holds								
Sweep invoices for payment								
Suppliers								
Verify the accuracy of the supplier database								
Verify supplier information is updated in the database								
Debit/Credit Memos								
Verify supplier credit memos have been entered into the database								
Bank Accounts								
Maintain account information								
Prepayments								
Verify prepayments are entered into the database								
Payments								
Verify payment batches are entered into the database								
Verify stop and void payments are entered into the database								
Verify stop payment releases are entered into the database								
Record treasury payments								
Confirm treasury payments								